



City of South Bend

Vacancy Announcement

Post Date: Monday, January 26, 2015

Closing Date: Until filled

SUPERINTENDENT V (ELBEL GOLF COURSE)

Category: Full Time

Department: Parks

Reports To: Director of Golf Operations

Shift: Monday-Friday, 6 AM-2:30 PM. Hours may vary based on operational needs.

Pay Rate: \$45,000-50,000/yr. (Exempt)

Position: SUMMARY

Responsible for managing the maintenance operation of the buildings and grounds of Elbel Golf Course.

SUPERVISION EXERCISED

Responsible for supervision, training, and assignment of work to maintenance crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Directs the seeding, fertilizing, soil conditioning, watering, pest and weed control and top soil of both golf courses.
- Responsible for oversight of the mowing and maintenance of course fairways, rough, greens, tee areas, along with other open space areas.
- Determines work procedures, schedules and expedites workflow.
- Coordinates maintenance and construction activities with golf course operations manager to ensure continual smooth operation of the course.
- Determines the correct specifications, estimates materials and supplies for a specific project and ensures they are available when needed.
- Prepares bids for machinery and equipment and contractor services.
- Ensures tools and equipment are properly maintained and in proper working condition.
- Provides supervision, direction and assistance to maintenance crews at varying work sites.
- Responsible for enforcement of work policies, golf and safety regulations.
- Responsible for preparation and maintenance of daily, monthly and annual reports and records as assigned.
- Responds to public inquires and provides information within scope of knowledge and position.
- Responsible for maintaining golf budget in area of maintenance.
- Serves as an advisor to superintendent.

NON-ESSENTIAL DUTIES

- Opens and closes; locks and unlocks facilities as needed.
- Maintains and adjusts specialized turf care equipment and tools including electric motors, pumps, sprinklers, tractors, mowers and irrigation systems.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent education.
- Two years' experience in irrigation and equipment repair.
- Maintenance work and supervisory level position.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of City or County government a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license required, CDL preferred.
- Herbicide Applicator's License required.

EQUIPMENT

Pick up truck, tractors, mowers, chain saw, weed trimmer, pumps, sprinklers, edger, portable radio, phone, telephone, hand, and power tools.

WORK ENVIRONMENT

While performing the duties of this job the employee regularly works near moving mechanical parts and is exposed to outside weather conditions coupled with wet or humid or fumes, airborne particles and vibration. The noise level is usually quiet except when power equipment is operating.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required

Criminal background check required